



# Office of the Independent Inspector General

# FY2021 Mid-Year Budget Review

## Office of the Independent Inspector General

**Objective:** Update on FY2021 Goals and Objectives, review FY2021 YTD budget, FY2020 year-end projections and operational lessons learned in the midst of the COVID-19 public health crisis.

### I. Update on FY2021 Initiatives and Goals

- FY2021 Initiative/Goal #1 – Replace outdated desktop computers with laptops with VPN service to allow direct access to the OIIG case management system by all OIIG staff when off-site.**

The OIIG has successfully met this goal by replacing desktop computers with laptops and secured VPN to access the OIIG's case management system. This has enabled all OIIG staff to effectively and efficiently work off-site while enhancing the office's capacity to streamline workflow, manage critical documents, coordinate OIIG activities and manage case progression.

- FY2021 Initiative/Goal #2 – Continue statutory responsibilities to diligently pursue unlawful political discrimination complaints as well as addressing sexual harassment and employment discrimination matters.**

In addition to the other important responsibilities enumerated in the OIIG enabling ordinance, the OIIG has dedicated staff to addressing allegations of sexual harassment and other forms of employment discrimination and misconduct in all offices under its jurisdiction and addressing allegations involving unlawful political activity. The OIIG has successfully met its legal mandate by increasing its cadre of investigative support in 2021 by five (approximately 50%).

### II. FY2021 Revenue (*for revenue generating offices*) - Not applicable.

### III. FY2021 Expenditure Projections

*Comparison of YTD budget (as of 5/31/2021) vs YTD actual expenses with explanations for major variances and corrective action steps. Final unaudited actuals for May 31, 2021 will be reported in the upcoming monthly Revenue and Expense report.*

| Operating Expenses                    | FY2021<br>YTD Budget | FY2021<br>YTD Actuals | \$ Variance | % Variance  |
|---------------------------------------|----------------------|-----------------------|-------------|-------------|
| Personnel                             | \$ 1,066,517         | \$ 874,577            | \$ 191,940  | 18.0%       |
| Contractual Services                  | \$ 6,226             | \$ 1,174              | \$ 5,051    | 81.1%       |
| Supplies and Materials                | \$ 6,135             | \$ 4,852              | \$ 1,283    | 20.9%       |
| Operations and<br>Maintenance         | \$ 64,568            | \$ 54,090             | \$ 10,477   | 16.2%       |
| Capital Expenditures                  |                      |                       |             |             |
| Rental and Leasing                    | \$ 3,240             | \$ 4,644              | *(1,403)    | *(43.3%)    |
| Contingencies and<br>Special Purposes | (\$92,622)           | (\$306,307)           | \$ 213,685  | ** (230.7%) |
| Total                                 | \$1,054,063          | \$633,031             | \$421,033   | 39.9%       |

# FY2021 Mid-Year Budget Review

\*Please note that the OIIG's rental and leasing budget for the year is \$4,644 and covers the cost of copier rentals and two parking spaces for OIIG vehicles. Both expenses are paid upfront in December for the entire year. No other expenses are required out of this account.

\*\*The OIIG has issued invoices to the MWRD totaling approximately \$175,700 and to the FPD totaling \$20,570.

## IV. Status of FY2021 Hiring

*Please provide a status (as of 5/31/21) on the office's hiring efforts to date and planned through the end of the year. This section applies to only operating fund positions. For OUP, please provide responses at the Bureau-level. For all other elected/appointed offices, please provide responses at the office/department-level.*

| Bureau/Department*                          | # of FY2021 Appropriated FTE | # of Filled Positions | # of Vacant Positions |
|---|------------------------------|-----------------------|-----------------------|
| Office of the Independent Inspector General | 19                           | 17                    | 2                     |

Please note, as of July 12, 2021, the OIIG had one vacancy in the position of Deputy Inspector General – General Investigations which will be posted in the coming weeks.

## V. FY2021 Contracts

*Please provide a list of your office's existing and anticipated contracts for FY2021 in the format provided below. (Feel free to attach this list separately if more room is needed)*

| Vendor Name         | Department | Contract Purpose             | Contract Amount | Contract Start Date | Contract End Date | Contract Status* |
|---------------------|------------|------------------------------|-----------------|---------------------|-------------------|------------------|
| Column Technologies |            | Ongoing maintenance services | \$41,483.23     | 3/15/2021           | 11/30/2023        | N/A              |
|                     |            |                              |                 |                     |                   |                  |

- \*For any contract that is expiring this year, please indicate:
  - Whether the contract will be renewed, extended or re-bid.
  - If re-bid, the status of the procurement.

## VI. Capital Equipment Updates - Not applicable.

## VII. Grant Funding – Not applicable.

# FY2021 Mid-Year Budget Review

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## VIII. COVID-19 Operational Impacts

*Please respond to each question below and provide details and take-aways about your operations as it relates to the COVID-19 public health crisis.*

Due to the circumstances triggered by the pandemic, the OIIG increased use of technology to continue to meet its mandate which has resulted in greater efficiencies. As outlined above, the OIIG has replaced all of its desktop computers with laptops with secured VPN access. This has significantly enhanced OIIG processes by enabling OIIG staff to manage all case activity through the OIIG case management system remotely. The office also used this technology for the conduct of all witness interviews during the pandemic. We will be incorporating the protocols established for use of on-line witness interviews in many OIIG investigations moving forward. The OIIG has also adopted a policy permitting OIIG Investigators to request approval for remote work up to two days per week.

The OIIG is currently exploring opportunities to expand the use of the case management system to facilitate the completion of certain “check-the-box” activities, such as the completion of the *OIIG Certification of Independence and Conflict Avoidance* form which each Investigator and Case Supervisor completes upon assignment of any investigation.

## IX. FY2022 Preliminary Forecast

|                             |                       |
|-----------------------------|-----------------------|
| <b>FY2022 Budget Target</b> | <b>\$1,987,143.13</b> |
|-----------------------------|-----------------------|

The OIIG budget primarily consists of costs associated with personnel giving us the ability to meet our budget target.